

Internal Quality Assurance Cell (IQAC)

The Annual Quality Assurance Report

For the period 1st June 2016 to 31st May 2017

of



***G. VENKATASWAMY NAIDU COLLEGE,
KOVILPATTI***

Submitted to



NAAC

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report of the IQAC
Academic Year 2016-2017
June 1, 2016 to May 31, 2017

Part – A

AQAR for the year

2016-2017

1. Details of the Institution

1.1 Name of the Institution

G.VENKATASWAMY NAIDU COLLEGE

1.2 Address Line 1

GVN OLLEGE (POST)

Address Line 2

KOVILPATTI

City/Town

KOVILPATTI

State

TAMILNADU

Pin Code

628502

Institution e-mail address

gvncollegeoffice@gmail.com

Contact No.

+91-4632-220389

Name of the Head of the Institution:

Mrs. G. Adhilakshmi

Tel. No. with STD Code:

+91-4632-220389

Mobile:

+91-9442223397

Name of the IQAC Co-ordinator:

S.KRISHNASAMY

Mobile:

+91-9442322999

IQAC e-mail address:

naacgvn@gmail.com
gvniqac@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

TNCOGN12971

1.4 **NAAC Executive Committee No. & Date:**

EC(SC)/10/A&A/7.2

1.5 Website address:

www.gvncollege.org

Web-link of the AQAR:

<http://www.gvncollege.org/gvnnew/wp-content/uploads/2017/06/AQAR16-17-1.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.5	2007	5
2	2 nd Cycle	A	3.21	2015	5
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

05/09/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2007-08 submitted to NAAC on 19.12.2016

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

1.11 Name of the Affiliating University

Manonmaniam Sundaranar University, Tirunelveli

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>
University with Potential for Excellence	<input type="text"/> UGC-CPE <input type="text"/>
DST Star Scheme	<input type="text"/> UGC-CE <input type="text"/>
UGC-Special Assistance Programme	<input type="text"/> DST-FIST <input type="text"/>
UGC-Innovative PG programmes	<input type="text"/> Any other (<i>Specify</i>) <input type="text"/>
UGC-COP Programmes	<input type="text" value="√"/>

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Personal and Professional Transformation
 2. Enriching Prospective Teaching Faculty.

2.14 Significant Activities and contributions made by IQAC

- ❖ Academic calendar is prepared.
- ❖ The IQAC completed AISHE survey for the year 2015-2016.
- ❖ Faculty members and Students are motivated to attend programs like workshops, seminars and conferences.
- ❖ Students Feedback on Teachers and Infrastructure was collected.
- ❖ Promoted research activities among the teaching staff.
- ❖ Development Programmes for Staff, Faculty and Students.
- ❖ Create environmental awareness among students through the activities of NSS and Nature Club.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Development Programmes for Staff, Faculty and Students.	<ul style="list-style-type: none"> ➤ Faculty Development Programme conducted for Teaching and Non-teaching staff. ➤ Skill Development workshop conducted for students

	<ul style="list-style-type: none"> ➤ Participation in workshops, conferences, ➤ seminars and poster presentation ➤ by Faculty and Technical staff
Guiding Teachers to qualifying NET/SET/GATE.	For faculty members free seminar for NET/SET examination was conducted.
Orientation of newcomers	Newcomers' orientation program organised.
Feedback collection.	Feedbacks collected, analysed and communicated.
Organization of various Seminars and Workshops	Organised conferences, seminars and workshops as per Academic calendar

* Academic Calendar of the year attached as **Annexure - I**.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	5	-	4	-
UG	13	-	8	1
PG Diploma	-	-	-	-
Advanced Diploma	3	-	-	3
Diploma	3	-	-	3
Certificate	15	-	12	15
Others-M.Phil	1	-	1	-
Total	37	-	25	21
Interdisciplinary	-	-	-	14
Innovative	-	-	-	1

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	21

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒
 Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
75	66	10	-	2

2.2 No. of permanent faculty with Ph.D.

15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	22	-	-	-	-	-	-	-	22

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

-

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	42	7
Presented papers	2	28	-
Resource Persons	-	1	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ICT enabled teaching
- 24X7 Wi-Fi enabled campus providing for technology access.
- Usage of NPTEL resources.
- Organizing seminars & conferences.
- Industrial visit/workshops were arranged to provide direct exposure to techniques adopted in the relevant field.
- Staff & Student participation in Seminars/Conferences/Workshop
- Industrial visits & In-plant trainings.

2.7 Total No. of actual teaching days during this academic year

184

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

No

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

As per University Guidelines

2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc., Mathematics	36	69	14	-	-	83
B.Sc., Physics	32	-	84	0.3	-	84
B.Sc., Chemistry	32	15.6	62.5	-	-	78
B.Sc., Plant Biology & Plant Biotechnology	31	3	20	2	-	81
B.Sc., Computer Science	45	55	24	-	-	91
B.Sc., Electronics	35	11.4	71.4	11.4	2.9	97
B.Sc., Costume Design & Fashion	20	20	60	15	-	95
B.Sc., Information Technology	44	27.27	56.8	-	-	84
B.Com	47	4	21.27	57.44	-	83
B.Com (C.A)	43	4.65	74.42	-	-	79
B.B.A	47	2.12	38.29	25.53	-	64.58
B.A English	44	-	16	57.44	6.8	80
M.Sc., Mathematics	13	15	69	-	-	85
M.Sc, Computer Science	20	100	-	-	-	100
M.Sc., Information Technology	9	89	-	-	-	89
M.Com – C.A	26	11.53	73	-	-	85
M.A. English	4	-	75	-	-	75
M. Phil - Commerce	4	3	-	-	-	75

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Contribution:

- IQAC organises seminar and lecture programme to improve the teaching & learning process.

Monitor:

- Regular meetings with the Management, the Principal, Head of the Departments and faculty members.
- By conducting academic audit

Evaluation:

- IQAC evaluates the teaching and learning through stake holders feedback process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	-
Others	62

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	13	-	9
Technical Staff	13	7	-	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC played a vital role in submitting research project by faculty member
- IQAC propagate various research grants available at UGC as well as other agencies
- Faculty are encouraged to publish research papers in peer reviewed Journals with high impact factor, conference proceedings etc
- Students have been motivated to participate in the summer training programs or workshops by the reputed institutions
- PG Students are encouraged to get funds for student projects, schemes and to present papers in seminars.
- IQAC has organised research conference exclusively for students and for all

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	-	-
Outlay in Rs. Lakhs	13.74	-	-	-

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	10	-	7
Outlay in Rs. Lakhs	-	16,20,000	-	22,37,000

3.4. Details on research publications

	International	National	Others
Peer Review Journals	15	2	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	7	8	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other	-	-	-	-
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from - N.A

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	6	7	-	18
Sponsoring agencies	-	2 UGC 4 Management	Management	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	1	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

5

2

3.19 No. of Ph.D. awarded by faculty from the Institution -Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)- N.A

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="16"/>
NCC	<input type="text"/>	NSS	<input type="text" value="15"/>
		Any other	<input type="text" value="6"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Conducted Blood Donation Camps.
- Seed Ball Throwing.
- Distribution of Nilavembu kudi neer.
- Free Medical & Eye Camp.
- Awareness camp on Eye Donation.
- Celebration of World Forest Day.
- Tree plantation & Herbal Exhibition
- Awareness meeting on drug abuse and illicit trafficking.
- Celebration of Women's Day
- Various NSS camp activities for the villages
- Exhibition of various products

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	72 acre	-	-	72 acre
Class rooms	46	3	-	49
Laboratories	11	-	-	11
Seminar Halls	4	-	UGC & Management	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Already Existing – E College Management & Nirmal

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45065	5896802	581	194073	45646	6090875
Reference Books	2466	669904	-	-	2466	669904
e-Books	-	-	-	-	-	-
Journals	50	63246	-	-	50	63246
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	189	135	130	11	-	12	23	16
Added	-	3	-	-	-	-	-	-
Total	189	135	130	11	-	12	23	16

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- College is a Wi-Fi enabled campus which helps staff and students to extensively use the internet for their teaching & learning purpose.
- Every department has been provided with computers, LCD and internet system for the expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.
- Internet browsing is available for teachers and students at the Internet Centre at free of cost.
- The seminar hall is well equipped with interactive board, LCD projector and all the accessories required for various kinds of presentation.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3,05,034
ii) Campus Infrastructure and facilities	15,13,740
iii) Equipments	4,36,298
iv) Others-Furnitures	4,11,263
Total :	26,66,335

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- One day orientation program on the first day of the college and aware the students about student support services.
- Students representative In IQAC
- Regular update in College web-site for circulating necessary information.
- The library informs the students' about the new addition of books and journals in the library.
- The Career Counselling and Guidance Cell provide every information regarding PG admission and job to the students.
- Receiving the feedback from the students on the utility of support services.
- Hand Book contains the detailed information of various support services and their conveners, conveners counselling committee, annual examination schedule and grievance redressal cell etc.
- The Physical Director makes special arrangements for coaching/training to outstanding students.

5.2 Efforts made by the institution for tracking the progression

- Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring.
- The Placement Cell conducts training programmes for students and arranges job fair in collaboration with Thoothukudi District Administration.
- UGC sponsored COP & Add-on courses help students get employment opportunities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others-Mphil
1420	162	-	12

(b) No. of students outside the state

2

(c) No. of international students

Nil

No	%
496	31

Men

Women

No	%
1098	69

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
32	193	3	1315	2	1545	19	218	4	1339	5	1594

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Our College established an academy called GVN Academy for creating awareness about competitive examination to the students. The academy concentrates on the empowerment of students to face the competitive examinations viz MNC'S, Government recruitment examination etc. The academy aims to improve the talents of students in order to face competitive examinations.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

All our career guidance and counselling programme are comprehensive, developmental programmes designed to assist individuals in making and implementing informed educational and occupational choices.

Career guidance and counselling programs help individuals acquire the knowledge, skills, and experience necessary to identify options, explore alternatives and succeed in society. These programs better prepare individuals for the changing workplace of the 21st century by:

- ❖ broadening knowledge, skills, and abilities
- ❖ improving decision making skills
- ❖ increasing self-esteem and motivation
- ❖ building interpersonal effectiveness
- ❖ maximizing career opportunities

No. of students benefitted

520

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	520	74	6

5.8 Details of gender sensitization programmes

- At the beginning of every academic year all students are given an orientation on gender sensitization along with other areas of concern.
- Anti-ragging committee was coordinated by the advisors, counselors. Grievance redressal committee was to handle gender related issues
- Women's cell conducted awareness program for all women students
- International Women's Day was celebrated in a grand manner.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports/Other events: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	658	18,57,862
Financial support from other sources	150	2,25,000
Number of students who received International/ National recognitions-UGC	3	1,05,000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To promote knowledge acquisition.
- To develop the total personality of the students.
- To equip them for better service towards the society.

Mission:

Based on the noble vision, the college mission is actuated towards a meaningful and sustainable progress. The college is

- Providing quality and need-based education to the rural students.
- Imparting knowledge for holistic development by inculcating social orientation and ethics.
- Developing innovation in various dimensions of teaching, learning and research.
- Instilling scientific zeal, leadership skills and employable skills in students to meet the contemporary challenges.
- Making the students self-reliant.

6.2 Does the Institution has a management Information System - Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

This college is affiliated to M.S University and follows the academic curriculum prescribed by the University. Many faculty members are part of the Board of Studies at University level, they suggest the University in this regard.

- Workshop, Seminar and Conference arranged by various Departments and Students are encouraged to participate in various competitions, workshops & Seminars at other institutions.
- Along with classroom teaching varieties of other activities are adopted Industrial visit, study tour etc.
- Participating in the BOS bodies, syllabi framing committees etc.

6.3.2 Teaching and Learning

- Arrangement of e-Classes, Powerpoint presentation, Seminars and Conferences organized along with Research programmes.
- Planning and implementing lesson plan.
- Real time learning rendered to the students through industrial visits.
- Seminars were conducted to enhance students learning ability.
- Exposing students for outdoor learning through Field trips and Educational Tours etc.

6.3.3 Examination and Evaluation

The College follows the rules and regulations regarding examination and evaluation as stipulated by the affiliating university.

6.3.4 Research and Development

- The Research committee is established to promote research by the faculty members in newly emerging and challenging areas.
- Faculty members are encouraged to undertake research through participations in conferences and seminars and present papers.
- Students are encouraged to undertake student research projects.
- Research oriented projects were carried out for U.G and P.G students as per the guidance of the University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Nirmal Software is being used for maintenance of Library.
- Our Library subscribes to the UGC N-List INFLIBNET programme.
- The entire campus has access to Wi-Fi.
- Inside the Library three Systems have been provided for internet browsing and one system for the users to browse the OPAC.
- Necessary standards in Infrastructure, instrumentation, Computerization were maintained.

6.3.6 Human Resource Management

- Development programmes are designed in the action plan and are governed by specific committee. Every committee composed of staff and students in PTA, Alumni association, IQAC, Antiragging committee and women's cell.
- The college encourages staff members to apply for and participate in timely refresher and orientation courses in order to avail career advancement schemes.
- For performance assessment of teachers, students' feedback analysis is done regularly.
- Health check-up camps are organised every year for first year students to assess their basic health parameters.
- College provides a healthy environment, transparency in working and encourages a spirit of unity among the staff members.

6.3.7 Faculty and Staff recruitment

- Recruitments were carried out as per the guidance of Government of Tamil Nadu in the aided stream. However in the self-finance stream qualified candidates from the open market are absorbed by conducting regular selection procedure.

6.3.8 Industry Interaction / Collaboration

Industrial visits, lectures by industry experts and domain experts are regularly conducted.

6.3.9 Admission of Students

- As per the guidelines of Government of Tamil Nadu and Guidance of Manonmaniam Sundaranar University.

6.4 Welfare schemes for

Teaching & Non Teaching	<ul style="list-style-type: none"> ➤ The non-teaching staff members like drivers/sweepers are provided with two sets of free uniform apparels per year. ➤ Women staff from aided stream can avail maternity leave for six months. ➤ Aided staff members are covered under Health Insurance scheme offered by Government of Tamil Nadu. ➤ In the self-financing stream 12% and 4.75% of the staff salary is contributed towards provident fund and ESI respectively by the Management. ➤ The faculty members, who attend workshop/conference, are provided 'on duty' and the registration fee is borne by the Management. ➤ Maternity leave with 50% pay and pongal festival bonus are awarded by the Management to self-financing staff members.
Students	<ul style="list-style-type: none"> ➤ Computer with internet access free of cost. ➤ Admission fees in installments. ➤ SC/ST & OBC Remedial courses. ➤ Government Scholarships are acquired and dispersed to eligible students. ➤ Facility of 'Earn while you Learn' scheme. ➤ Endowments from Peer groups.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	No		Yes	Trust Auditing. (Management)

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Providing valuable suggestion / advise through University representative in statutory committees like Board of Studies, Syllabus development, senate etc.

6.11 Activities and support from the Alumni Association

- Alumni Association meeting held and suggestions are taken for consideration.
- Fund contributions of Alumni were accepted for improvement of General Facility.

6.12 Activities and support from the Parent – Teacher Association

- The college has an active parent's forum to support the management with various suggestions and feedback.
- Parent meetings are conducted Department wise to inform the progress of the ward in academics and overall behavior of every student.

6.13 Development programmes for support staff

- Annual gathering arranged through staff club.
- Participation in the training programmes.
- Computer & Internet awareness programme.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Greening of the campus by tree plantation.
- Use of CFL lights is encouraged in the campus to save electricity.
- Provision of Food and water to the wild avifauna inside the campus.
- The campus is enabled with rain water harvesting system.
- The college classrooms are spacious, airy and well-lit.
- The institute ensures that no electric equipment runs unnecessarily.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Research Sessions and national conference exclusively for students was organised.
- Training in Soft Skills increases self confidence, builds leadership qualities and skills for holistic development.
- Improving social involvement of the students by NSS.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- College has applied for permanent affiliation from University.
- As an outcome of NET/SET training workshop, three faculty members have qualified SET.
- Publication and distribution of student handbook cum Prospectus done in time.
- Academic Audit was conducted.
- Feedbacks collected from students on library facilities, on teaching and learning. These are analysed and communicated to the concerned persons. Feedbacks from parents also obtained.
- Computer training given to the students and interested staff members.
- Weekly programme 'Vasipom – Nesipom' conducted to inculcate reading attitude among the students.
-

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Attached as Annexure - II

7.4 Contribution to environmental awareness / protection

- All the students of under-graduate programme study the subject of Environmental Studies.
- Campus Green cover with trees
- Rain water Harvesting.
- Swatch Bharath Scheme.
- Plastic free zone.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒


7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

SWOC analysis conducted periodically to help the Departments document quality enhancement activities regularly and to implement quality related measures in the forthcoming years.

8. Plans of institution for next year

- To establish consultancy service by Staff/Departments.
- To organize more skill development programmes for students by career cell.
- To Conduct Green Audit.
- To organize national seminars/conferences for dissemination of information
- To conduct an academic audit of departments
- To Promot research and development in the campus.
- More number of extension activities in NSS & other clubs.
- To increase MoU's with Industries.
- Collection of feedback.

Name Dr. S. KRISHNASAMY



Signature of the Coordinator, IQAC

IQAC
Co-ordinator
G.Venkataswamy Naidu College
Kovilpatti - 623 502
Thoothukudi - District
Tamil Nadu.

Name Mrs. G. ADHILAKSHMI



Signature of the Chairperson IQAC

PRINCIPAL
G. VENKATASWAMY NAIDU COLLEGE
KOVILPATTI.

Annexure – I

ACADEMIC CALENDAR 2016-17

S.No	Activity	Date	Collaborating Department
1.	College reopen-Academic year begins	June 16, 2016	--
2.	Orientation Programme	June 16, 2016	All Ist Year Students
3.	International Yoga Day Celebration	June 21,2016	All Departments
4.	Bridge Course	June 16-30, 2016	All Departments
5.	Students Council Election	July,2016	--
6.	Fresher's Day	July 18-26, 2016	All Departments
7.	I Internal Cycle (odd Semester)	July 25-30, 2016	
8.	Patron's Day Celebration	August 12, 2016	All Departments
9.	Orientation Training Programme on Career Avenues	August 5, 2016	Career Guidance & Placement Cell
10.	II Internal Cycle (odd Semester)	Aug 29-Sep. 02, 2016	--
11.	Teachers Day celebration	September 5, 2016	Student Council & All Departments.
12.	Library Week	September 8-10,2016	Library
13.	Parent Teachers Meet	September, 2016	All Departments
14.	IQAC Meet	October 07, 2016	IQAC Members & All Department Heads
15.	III Internal Cycle (odd Semester)	October 13-21, 2016	--
16.	Alumni Meet	November, 2016	All Departments
17.	FDP	December 1 & 2, 2016	All Departments
18.	College reopens	December 7, 2016	----
19.	I Internal Cycle (even Semester)	January 5-12, 2017	
20.	Pongal Celebration	January 13, 2017	All Departments
21.	Sports Day	February, 2017	All Departments
22.	Training programme on 'Design your destiny'	February 17, 2017	IQAC and Career Guidance & Placement Cell
23.	II Internal Cycle (even Semester)	February 15-22, 2017	---
24.	Women's Day Celebration	March 8, 2017	All Departments
25.	Collection of Feedback on Faculty by students	March 28-31, 2017	All Departments
26.	III Internal Cycle (even Semester)	April 5-12, 2017	---
27.	College Day Celebration	April, 2017	All Departments
28.	IQAC Meet to Introduce Best Practice	April 17, 2017	IQAC Members & All Staffers
29.	Farewell Celebrations	April, 2017	All Departments
30.	Internal Infrastructure Audit	May 30, 2017	All Departments
31.	Feedback Analysis and Action	May 5-8, 2017	All Departments

Annexure – II

1. Title of the Practice:

Health club practices – “**Sound mind in sound body**”

2. Goal

- Health club of the institution strives on the holistic well being which includes physical, emotional and social health of the students.
- It can favourably influence on the good habits, attitude and knowledge related to an individual's health and community health.
- Counseling sessions can enhance the students' behaviour towards the attainment of optimum health.

3. Context

Good health is the key to good performance in the class and in life. But most of our students are from poor and under privileged section of the society. Since the students are from poor economic status, many students do part time job to meet their educational expenses. Family background of many students also poses stress on students. These psycho-social pressures have a bearing effect on the attitude towards their studies and behavioural practice. Hence the health club conducts various activities focusing on the well being of the students.

4. Practice

Health club keeps an eye on the students' health by organizing hemoglobin test general medical checkup, and medical advice by doctors. A sick room and firstaid box is maintained for emergency use.

The college students in their teens are highly vulnerable to social evils like smoking, alcoholism and drug abuse. Need for tobacco free and drug free environment is stressed through awareness meetings. Psychological counseling is given for stress management and suicide prevention. Yoga is suggested as a remedial measure to overcome these stresses. These counseling build self esteem and self confidence in the students.

The following awareness programmes and health checkup were organized.

S.No	Date	Programme	Resource Person
1	30.09.2016	Seminar on Women's Health	Dr. S. Anbu, Psychiatrist.
2	22.10.2016	Blood grouping and Haemoglobin Test	Dr. Kamal Mariammal & Team
3	30.01.2017	Seminar on Healthy Food Habits	Dr. B. Makesh Kumar
4.	02.02.2017	Awareness Programme on Eye Donation	Dr. Lion J. Ganesh, Sivakasi
5.	02.02.2017	Awareness Programme on Eye Donation	Dr. Yamuna, Director, Thoothukudi.
6.	08.02.2017	Seminar on Sidha Medicine	Dr. T.K. Jeyachandran & Mr. Vijayabhaskar.
7.	15.02.2017	Snake Bite First Aid	Dr. Albert Rajendran. Tirunelveli.

8.	08.03.2017	Seminar on Advantages of Accupressure	Ms. L. Amutha, Accuhealer.
9.	21.03.2017	Medical Check up for all first year	Dr. Kamal Mariammal & Team
10.	28.03.2017	Mental Strength	Dr. Ramanujam, Tirunelveli.
11.	06.04.2017	Cancer Screening Camp.	Dr. Manimegalai, Nellai Cancer Centre.
12.	06.04.2017	Awareness Programme on Cancer	Dr. Manimegalai, Nellai Cancer Centre.

Awareness meetings by medical experts educate the students on current health issues, clean and hygienic practices to be followed for healthy life. Health Club helps the staff by arranging medical test in the reputed laboratories at concessional rates. Health club has taken steps to introduce group health insurance scheme for the students.

5. Evidences for success

Health club has successfully created awareness on health and sanitation in the minds of the students. The idea was to involve students as advocates for hygiene and sanitation practices. The health conscious attitude of the students is witnessed by their willingness to join in group health insurance scheme suggested by the Health Club. The Positive counseling given to the students by Health Club on Blood donation is evidenced by the donation of 683 units of blood by the Volunteers, which has earned periodical appreciation from District Collector.

Our's is the only college to be installed with the sanitary napkin disposal unit in the entire district to promote hygienic environment. The students are educated on behavioral and stress management techniques and know the evils of alcohol, tobacco and drugs. As a member of health club, students develop leadership skills, communicative skills and also set their own priorities for health and hygiene activities.

6. Problems encountered

Our main problem is to get the schedule of the Medical experts in this stream to visit our campus from their practice. Though the health club educates and creates awareness about the healthy practices to the students, it is difficult to inculcate the novel practices at their dwelling sites of the economically weaker marginalized stakeholders.

Contact Details

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Best Practice - 2:

1. Title of the practice

“Preparing the workforce” - Career Guidance to students interlaced with Career-oriented programmes towards better placements.

2. Goal

- To meet the rural students’ prospect of entrepreneurship and employability.
- To provide awareness about the financial aid, internship and work opportunities with a focus on how to access them.
- To nurture the self awareness, leadership qualities and life skills to fetch a right professional position with viable goals.

3. The Context

Career-oriented programmes & Career guidance programmes help the students to understand the current scenario of job market and their state of competence to target the opportunities. Comprehensive career guidance tries to teach people to plan and make decisions about acquaintances about placement market demands. Career-oriented programmes and guidance provides specific contexts venturing towards placement. Choice of work is heavily influenced by the social strata of the individual in rural areas. Economic interdependence among family and community members is essential to stabilize their survival. Women have less access than men to get better employment and quality in life settlement. In this context we try to implement our best practices to help all the students.

4. The Practice

It is tremendously aimed towards promoting the confidence level of the students and urging them to set definite goals to obtain better career and improved life style. Our practice consists of three aspects listed below:

Career guidance cell and the Departments organize many career guidance programmes. Most of the stakeholders are first generation graduates and they are lacking in their selection ideas with reference to the available career options. The proposal of the best practice is aimed to develop the individual’s competency in awareness, knowledge, education, occupational exploration and career planning.

The institution organizes periodical workshops in various marketable skills like making of Bouquet, Soft toys, Ear rings, Glass paintings, Fashion accessories and Artificial flower making. The guidance of the unit promotes the students to pave the way for marketing their products by conducting Exhibition cum Sale which motivates **“Earn While Learn”**.

The institution also conducts UGC sponsored career-oriented programmes as well as management sponsored add-on courses to ensure better opportunities and placement for students. These practices facilitate to meet the prospect of entrepreneurship and employability of the rural students.

5. Evidence of Success.

The above said practices help the individuals to acquire knowledge skills and activate them to explore and succeed in the alternative opportunities towards placement. Many students from the marginalized community have been successfully placed. These programmes motivate the students to become entrepreneurs. Considerable numbers of our alumni are successfully running Garment and Designer shops. The add-on courses help the students to set up small businesses to support themselves. The trained students in these courses have been placed in reputed business companies and acting as role models to their juniors as well.

6. Problems encountered and Resources required:

We faced problems in implementing the costly training programmes. Many rural people do not have basic education which hampered their wards access to technical and vocational training or other skill development courses. Female students are generally suppressed in entering the fray of entrepreneurship due to the existing societal constraints. The institute is focusing on the developmental approaches, career oriented programme and guidance to students.

7. Notes

The practices are very useful in placing the rural under-privileged students in better positions, which in turn uplifts their economic strata in the society. The College is planning to implement other beneficial practices for betterment of students.

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